

Skelsmergh Community Hall Management Committee
Minutes of Management Committee Meeting
Tuesday 30th April 2024 at the Hall

Present: Mary Chapman **MC** (Chair), Tony Cousins **TC** (Bookings Clerk), Jayne Rigby **JR** (Treasurer), Sue Ostik **SO** (Vice Chair), Ian Bamford **IB** (Church Representative), Nancy Williams **NW**(Co-Op), Rachel Nelson **RN** (Co-Op), John Chapman **JC** (PC Rep), Kerry Robinson **KR**, Angela Brand-Barker **ABB** (PC Rep), Rev Michelle Woodcock **MW** (Vicar), Brian Cox **BC**, Ewen Mackinnon **EM**

Apologies: Rosie Rodell **RR** (Secretary), Ian Kell **IK** (Co-Op), Brenda Kell **BK**
Not Present: Fiona Proctor **FP** (Toddlers Co-Op)

Meeting opened at 19:30

1. Review of AGM Meeting Minutes 23rd May 2023

- Minutes approved as a correct record

2. Chair's Annual Report

- Chair presented her report (see Appendix I) describing the achievements of the preceding year and highlighting the issues and concerns which will be addressed in the coming year. The report was duly received.

3. Treasurer's Report

- The treasurer presented the accounts for the year to 31st December 2023 in the form of income and expenditure further broken down into 'general ongoing', 'upkeep' and 'One-offs' in the form of non-recurring expenditure and a bank reconciliation. The accounts also describe the transfer of banking from Santander to Lloyds during the financial year (the final closure of the Santander account taking place on 29th April 2024). An interest-bearing reserve account was also described (Appendices II, III, IV and V). The accounts were independently examined by Linda Barron. The accounting discrepancy of £100 was reported which it was agreed should be allocated to 'administrative costs' to the books.
- The Treasurer having previously given notice that she intended to resign with effect from this meeting was thanked by the chair for her contribution to the functioning of the hall during what has been a demanding period in office.

4. Booking Clerk's Annual Report

- The booking clerk presented his report recording a wide range of both local and non-local users but also emphasising that although another annual deficit had been recorded, the opportunities to increase usage and income thereby were not significant so that a proposed raise in fees might have negative consequences. Increased income was most likely to be generated by events promoted by the committee as has been the case the preceding two years in the form of talks, quizzes, etc. See Appendix VI.

6. Election of Chair, Secretary, Treasurer and Committee Members

- The secretary Rosie Rodell has shown a willingness to be re-elected and this was confirmed in her absence.
- The chair, Mary Chapman, likewise offered herself for re-election, and there being no other nominations was duly elected.
- Ewen MacKinnon put himself forwards as Treasurer, proposed by the Chair and seconded by Sue Ostick, was duly elected and welcomed into the post.
- Representative appointments were as followed:

- John Chapman and Angela Brand-Barker for Skelsmergh and Scalthwaiterigg Parish Council
- Jayne Rigby for Skelsmergh Sports
- Ian Bamford for Parochial Church Council
- Fiona Proctor for Toddler's Group (in absence)

5. Co-Opted Members

- Sue Ostick, Tony Cousins, Ian Kell, Rachel Nelson, Nancy Williams
- Rev Michelle Woodcock was welcomed onto the committee

6. Any Other Business

- The Chair led general discussion of the alternative fund-raising activities, but specific proposals were reserved for the next committee meeting.

Next Meeting: The next meeting to be held on Tuesday 4th June 2024 at 19:30

Meeting closed at 20:30

Appendix I- Chair's Report

Skelsmergh Community Hall Management Committee

CHAIR'S ANNUAL REPORT 2023-2024

The new committee has now been managing the hall for two years, it seems much longer. We have rather more experience behind us now and a better grasp of the responsibility of running a small community charity. We have endeavoured to keep Skelsmergh Community Hall on a sound financial footing, and to continue to provide an attractive centre for our diverse and scattered community as well as surrounding neighbourhoods. We have tasted success and faced some challenges too.

Review of the past year

The hall soaks up a lot of time and commitment from a key group of people who keep the fabric of the building up to scratch, making it a welcoming place for the varied activities which take place here. To all of you I offer you my heartfelt thanks:

Tony does an admirable job as Bookings Manager, He deals with enquiries, takes bookings and makes sure that the hall is in pristine condition. He is a vital presence here.

Jayne has held the fort as our treasurer, initially sorting out dire problems with Santander and latterly questioning the sanity of Npower invoices. We are thankful that she has kept track of our finances and has balanced the books. Now she is standing down after two years of sterling work. I'm relieved that she will be continuing on the committee as our Sport's day representative.

Nancy has kept the website up to date and has been the prime mover behind two successful and enjoyable Quiz Nights.

Rosie has managed to keep up her role as secretary as well as looking after a small child and returning to work.

Ian Kell is a mine of information about how the hall has been run in the past and helps with many of the maintenance jobs. He and Brenda have created the new trough of flowers outside the entrance this year.

Neil has tutored a small team of volunteers in the science of mowing the field, their work is much appreciated. Thank you Eva Ullrich for poster designs.

Everyone knows that Sue is the best caterer this side of the A6, providing us with memorable refreshments at fundraising events as well as being vice chair. Tony has organised two very successful evening talks, "Cumbria Rocks" and "Thirlmere Aquaduct". Both speakers gave their services freely, which we really appreciate.

I need to thank all the committee and others who have volunteered throughout the year in lending a

hand with events or having good ideas. Your input is much appreciated whether great or small.

What improvements have we made during the year?

The new blinds have removed a health and safety hazard and brightened up the hall. One “boon day” we painted the kitchen vestibule area and helped to spring clean the Toddlers’ Storage area. We managed to lay non-slip matting along the balcony to make it safer especially after rain, which is most of the time. Smaller mats have been replaced at the entrances.

Looking forward:

Next month the outside of the hall will be repainted. We are grateful to the Parish Council for confirming a grant for 50% of our costs.

The kitchen and storage area at the far end of the building are in serious need of a complete refit to bring it up to the same standard as the rest of the building. In order to do this we will need to undertake applying for grants. This implies a not inconsiderable amount of work and disruption which so far the committee has been apprehensive about undertaking. Nevertheless it has to be part of a five year plan.

However, a more pressing need has surfaced during this year. The Thermia Diplomat boiler which was installed 15 years ago has stopped working correctly. Since February we have had to use portable radiators to keep the hall warm. This is despite the best efforts of the Thermotech heating engineer. It is likely that our present boiler is due for replacement with a more efficient and reliable version. For this we will need to apply for a grant of at least £8000. The problem of the boiler continues this week. The hall will be without its underfloor heating until the engineer finds a solution.

You will have noticed that the car park surface is beginning to break up. We shall be working in partnership with the PCC, who own the car park, to repair the surface.

There will have to be more fund raising and community events to keep our finances in a healthy state. It would be good to attract more daytime classes, such as U3A to the hall.

In conclusion, we should be looking to continue to take care of the hall, but aware of planning only essential maintenance in order to keep our finances in order. Electricity costs rose sharply in April 2023. It is difficult to see how we could reduce our consumption, running a ground source heat pump is expensive!

Let’s look on the bright side, we have a really good team. I am delighted that we are welcoming a new treasurer, Ewen MacKinnon, to join us and help with running this little business. The whole community is enriched by having the hall at its centre for classes, parties, talks, entertainment, weddings, funerals and baptisms. Long may it continue to flourish.

Mary Chapman April 30th 2024

Appendix II- Treasurer's Report

Hall income and expenditure 1st January 2023- 31st December 2023

<u>Income</u>	<u>Santander</u>	<u>Lloyds</u>	<u>Skipton</u>	<u>Total</u>
Rent				
Bowls		645	320	£965
Pilates	1296	360		£1656
Yoga	606	216		£822
Yoga other	414	54		£468
PR	288			£288
Rent other	2698	1577		£4275
Kilncroft	20			£20
Weddings	454	900		£1354
Toddlers	1164			£1164
Parish Council	Issue with invoice			
Solar Panels	688.40			£688.40

Fundraising

Quiz	165	778.80		£943.80
Ceilidh	101.85		155	£256.85
Kate Rawes			517	£517
Cumbria Rocks			390	£390
Coffee morning	157			£157

Credits

N-Power	741.92			£741.92
Santander	100			£100

Interest

			474.15	£474.15
Total	£8737.17	£4687.80	£1856.15	£15,281.12

Overall income without the Bank transfers: £15,281.12

Appendix III

Upkeep

<u>Expenditure</u>	<u>Santander</u>	<u>Lloyds</u>	<u>One offs</u> <u>Total</u>	<u>Santander</u>	<u>Lloyds</u>	<u>Total</u>
Water	96.82	54.83	£151.65			
Window cleaner	30	90	£120			
Electricity	3020.81	2454.13	£5474.94			
Returned Dep	105	72	£177			
Cleaner	888	667.99	£1555.99			
Insurance	1283.48		£1283.48			
Website	228		£228			
Fire Safety				111.10		£111.10
Electrician				159		£159
Hearing Loops				463.40		£463.40
Ceilidh				400		£400
Decking				2295.30		£2295.30
Maintenance				79.81	633.68	£713.49
Equipment				139	34.49	£173.49
Honararium	100		£100			
Sundry	112.38	112.22	£224.60			
Rent requested invoice						
License Fee		180	£180			
Blinds					1687.20	£1687.20
Heat Pump					291.91	£291.91
Mats				87	260.98	£347.98
Sound system repair					867.60	£867.60
Alcohol					175.90	£175.90
Total			£9495.66			£7686.37
Overall Total;	£17,182.03					

Appendix IV

Santander

Opening balance at Santander 1 st January	£25,639.69
(25,639.69 minus 33,182.30 expenditure/bank reconciliation, add 8737.17 (income)=	£1,194.56)

<u>Balance to carry forward at Santander 31st December</u>	<u>£1,194.56</u>
<u>Lloyds</u>	
Opening balance at Lloyds	£0
(Income 8,736.80 minus 6139.73 expenditure)	£2597.07)
<u>Balance to carry forward at Lloyds 31st December</u>	<u>£2597.07</u>
<u>Skipton</u>	
Opening balance at Skipton 1 st January	£363
(+Income £1856.15 19,856.15+ £18,000 bank reconciliation=	£20,219.15)
<u>Balance to carry forward at Skipton 31st December</u>	<u>£20,219.15</u>
<u>Overall Balance to carry forward on the 31st December 2023</u>	<u>£24,010.78</u>
Deficit from 1 st January 2023	£1991.91

Appendix V

Bank Reconciliation Statement

£18,000 move from Santander to Skipton

£4049 moved from Santander to Lloyds

Summary of Account 2023

Overall Expenditure;	£17,182.03 (£9495.66 up-keep, £7686.37 one offs).
Overall Income;	£15,281.12
Deficit	£1,900.91

Appendix VI- Booking Clerk's Report

Booking Clerk Report for May 1 2023 to April 30 2024

On weekdays there is a regular pattern of use: pilates Monday, toddlers Tuesday mornings, yoga Wednesday evenings, bowlers (a social group who play dominoes) on Thursdays and a different yoga group on Friday afternoon. Bowlers are traditionally charged slightly less but the other groups pay £12 an hour. These are not long bookings so only add up to 11 hours a week in total and the pilates and yoga groups operate in blocks so do not run throughout the year but the combined usage of these groups generates a fairly reliable income of around £100 a week and pilates and yoga are light users that don't cause cleaning or other follow-up issues.

The hall was used for 13 meetings by the Hall committee, Parish Council, PCC, Kendal deanery, Kiln Croft committee and the Well Communities 'consultation'. Natural England and the Soil Association also used the venue for day events.

There have been 4 weddings. These are charged £400 but this is not painless profit; they usually require preparatory visits, advice and additional cleaning afterwards. There has also been 1

memorial ceremony, 1 baby shower, 1 birth blessing and 1 christening.

There have been 36 parties. The majority are children's parties that are charged £55 for 5 hours. The hall is also used by some local groups for social and other events. These have included Kent Valley cyclists, Natland Brownies, the Lakes Gravel Gang, Lakeland Canoe Club, Grayrigg school and Helm Hill Runners. The hall has also been used twice for other yoga events, twice as a band rehearsal space and four times for choir rehearsals.

Social events and fund raisers: Skelsmergh Sports, church and hall coffee mornings, the quiz, John Butcher aqueduct talk and the Easter Funday.

Comment

The hall is well-liked and well-used (about 320 uses over the year). Usage isn't narrowly focused on meeting our charitable obligation to the residents of Skelsmergh, Patton and Scalthwaiterigg but this would probably be unrealistic. We are not a compact community and people today are not restricted to local leisure choices. What we are doing is meeting a wider community need for a convenient venue but probably three quarters of bookings pick up some local people or are of local relevance.

Price Rises

These are discussed every meeting so I thought some background might be worthwhile.

We are a charity. Church use is free as are our own events and meetings. Bowlers pay a reduced rate that reflects the fact that it is a small group of older local residents.

We operate a rather peculiar business. Most of our costs are fixed and we sell hall space. The premises are attractive, there is a balcony and field, we have a useful website and respond quickly and positively to booking enquiries so we succeed in attracting users from Kendal and around who often return. We are not selling to large numbers of people – there are only about 60 purchasers over the year. Unfortunately, there is no indication of obvious unmet demand. Around a third of Saturdays or Sundays were not used during the year and although the hall is used most weekdays that still leaves 3 mornings, 2 afternoons and 3 evenings when it isn't.

It would be preferable to generate an annual surplus that enables us to easily cover our electricity, maintenance and repair costs. Price rises might seem a good idea but could easily leave us worse off. We could raise the children's party rate from £55 to £60. There were about 25 last year but this would only generate an extra £125 and if 2 people decided the new price was too high we would have gained nothing.

Hourly rate increases present a similar problem. A small increase of £1 an hour would not generate much income and could reduce it. A larger increase would certainly reduce bookings and could be disastrous. There is room for an exploratory conversation with regular users about whether they could cope with any kind of price rise but the bottom line is we can't afford to lose them.

We may be making a small annual loss but have a reserve and can cope with this for a few years. For major costs such as replacing the boiler or balcony we need to look to grants and for boosts to income we need to keep doing a few fundraising social events.

Some comparisons with other halls:

Selside £12 an hour, Staveley £10 an hour, Natland £8.40, £13.20 or £20 for both halls, Brigsteer charge £16 but £8 for locals etc, the Bryce has 4 rooms that are at between £6.50 and £13.50 an hour for locals but higher rates for business and private functions. Kirkland hall(larger) £17 an hour but lower for regular bookings. They allow 3 hour children's party bookings = £51. Sandylands (several spaces) £12-25 an hour for community/charity, £15-31 for business use.

